

Colorado Immunization Information System

<https://ciis.state.co.us/ciis>

Add a Reconciliation in CIIS for Aggregate Inventory Users

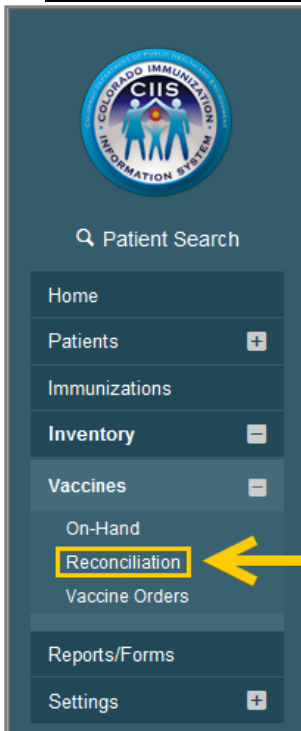
This reference guide will review how to add or open an Inventory Reconciliation in CIIS.

[Accessing the Vaccine Inventory Reconciliation Screen](#)

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Accessing the Vaccine Inventory Reconciliation Screen



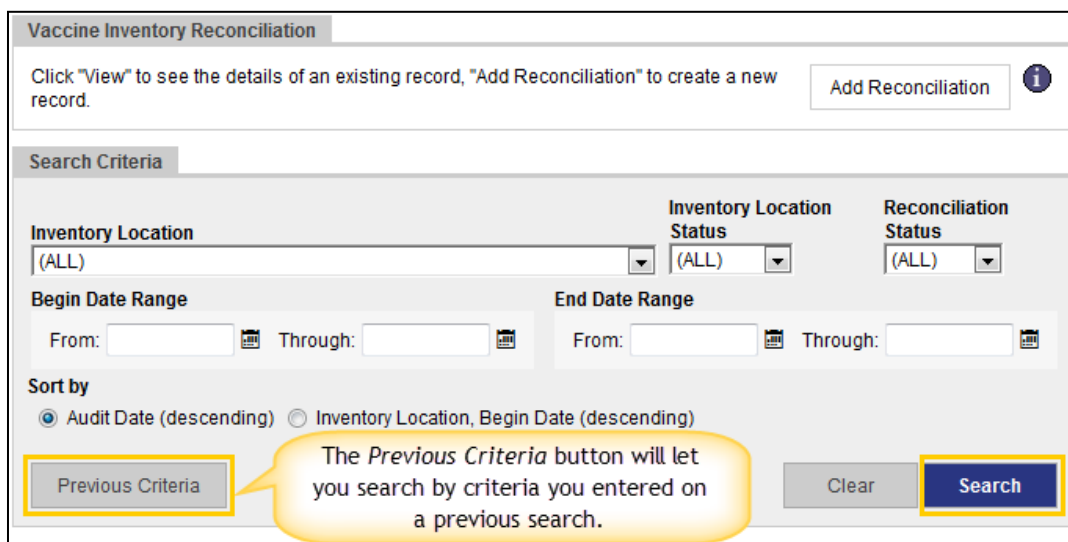
1. To view the Vaccine Inventory screen, you will need to access the CIIS Main Application webpage at <https://ciis.state.co.us/ciis> and log-in to your account.
2. On your CIIS home screen make sure you have selected the correct provider and clinic in the Default Provider/Clinic fields. If you have access to more than one provider/clinic, use the drop-down arrows to select the clinic you want to work in.





3. On your CIIS home screen, click on the *Inventory* module link in the green left-hand navigation bar.
4. Next, click on the *Reconciliation* link. You will be navigated to the *Vaccine Inventory Reconciliation* Screen.

Searching for a Reconciliation

1. To find an existing open or closed reconciliation, click on the search button on the *Inventory Reconciliation* screen.



2. This will bring up a list of all open and closed reconciliations. **Note:** You can have just **ONE** open reconciliation at a time per inventory location.

Search Results - 2 record(s)						
Status	Description	Begin Date	End Date	Authorized By		
VFC AGGREGATE TEST - 154R (Aggregate Reporter)						
Open	SECOND RECON	09/26/2015	10/25/2015	PHYLLIS TRAINER	 View Report	View
Closed	FIRST RECON	09/01/2015	09/25/2015	PHYLLIS TRAINER	 View Report	View

Adding a New Reconciliation

1. Click the *Add Reconciliation* button at the top of the page. This button will take you to the *Add Vaccine Inventory Reconciliation* screen.

Vaccine Inventory Reconciliation

Click "View" to see the details of an existing record, "Add Reconciliation" to create a new record.

Add Reconciliation

Search Criteria

Inventory Location

(ALL)

Inventory Location Status

(ALL)

Reconciliation Status

(ALL)

Begin Date Range

From: Through:

End Date Range

From: Through:

Sort by

☒ Audit Date (descending) ☐ Inventory Location, Begin Date (descending)

Previous Criteria

Clear

Search

2. Enter the required information: (Bolded fields are required.)
 - **Inventory Location** - Choose a location from the drop-down menu.
 - **Description** - is the name of your reconciliation.
 - **Begin date** - is auto-populated by the system and is set based on the *End Date* of your previous reconciliation. **Note:** The only time the user will have to enter the *Begin Date* is when adding the very first reconciliation for an inventory location.
 - **End Date** - is the date you want to balance and CLOSE your reconciliation. This includes counting your physical ending inventory. Please Note: CIIS will NOT allow you to close your reconciliation prior to the *End Date* that you have entered.
 - **Status** - will default to open since this is a new reconciliation.
 - **Authorized By** - Choose the person who authorized this reconciliation from the drop-down menu. Click on the blue circle icon to select yourself as the authorizer. This field is not required.
3. Click the *Create* button to open your new reconciliation.

Add

Inventory Location

VFC AGGREGATE TEST

Description

SECOND RECON

Begin Date

09/26/2015

End Date

10/25/2015

Status

OPEN

Authorized By

TRAINER, PHYLLIS (--)

Only the bolded fields are required.

Create

Cancel

4. Once you create your reconciliation, you will be able to view the details of your reconciliation including:

- **Funding Source**
- **Vaccine**
- **Beginning Inventory**
- **Inventory Received**
- **Aggregate Administered** - is a count of all doses administered between the reconciliation *Begin Date* and *End Date*.
- **Inventory Transferred,**
- **Inventory Returned/Expired/Recalled**
- **Inventory Wasted**
- **Inventory Unaccounted**
- **Inventory Difference** - difference between what you actually have on hand in your refrigerator and freezer and what is recorded in CIIS.
- **Ending Inventory**

Edit

Inventory Location

VFC AGGREGATE TEST

Print

Description

SECOND RECON

Begin Date

09/26/2015

End Date

10/25/2015

Status

OPEN

Authorized By

TRAINER, PHYLLIS (-)

Update

Cancel

Inventory By Doses

Line No.	Vaccine (Brand) Mfg NDC Lot Exp Date	Beginning Inventory	Inventory Received	Aggregate Administered	Inventory Transferred	Inventory Returned/Expired/Recalled	Inventory Wasted	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	Inquiry	On-Hand
VFC												
1	DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC 49281-0286-10 AGGTE1 09/30/2016	5	0	0	0	0	0	0	-5	0		
2	Hep A, Ped/Adol (Havrix (0.5 mL x 10 vials)) SKB 58160-0825-11 ABCD154 09/30/2015	0	5	0	0	0	0	0	-5	0		
3	Hep B, Ped/Adol (Engerix B (0.5 mL x 10 syr)) SKB 58160-0820-52 AGGTEST2 09/30/2016	10	0	0	0	0	0	0	-10	0		

Note: On your open reconciliation, you will also notice two printer icons are displayed: When you click the printer icon under the *Inquiry* column, you will be able to view an *Inventory Transaction Inquiry Report* for the corresponding vaccine during this reconciliation date range (*Begin Date* and *End Date*). When you click the printer icon under the *On-Hand* column, you will be able to view a current inventory on-hand report for the corresponding vaccine.

Throughout your reconciliation date range, which is between your reconciliation *Begin Date* and *End Date*, you will be able to adjust, edit and transfer your vaccine inventory. When you are ready to close your reconciliation, you will enter all doses administered between the reconciliation *Begin Date* and *End Date* and your physical ending inventory count. To view a quick guide on how to close a reconciliation, please visit the [CIIS VFC Quick Guides and Job Aids](#) website and click on the Inventory and Vaccine Ordering Module Quick Guides tab.